



POPE HIGH SCHOOL STUDENT HANDBOOK 2025-26

**3001 Hembree Road
Marietta, GA 30062**

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Attendance (PPO)	770-578-7908

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REGULAR BELL SCHEDULE

Regular Bell Schedule					
Period	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:20-9:25	8:20-9:20	8:20-9:10	8:20-9:20	8:20-9:25
AO		9:25-10:00		9:25-10:00	
2	9:30-10:25	10:05-10:55	9:15-10:00	10:05-10:55	9:30-10:25
3	10:30-11:25	11:00-11:50	10:05-10:50	11:00-11:50	10:30-11:25
4	11:30-12:25	11:55-12:45	10:55-11:40	11:55-12:45	11:30-12:25
5	12:30-1:25	12:50-1:40	11:45-12:30	12:50-1:40	12:30-1:25
6	1:30-2:25	1:45-2:35	12:35-1:20	1:45-2:35	1:30-2:25
7	2:30-3:30	2:40-3:30	1:25-2:10	2:40-3:30	2:30-3:30
X-Block			S1: 2:15-2:50 S2: 2:55-3:30		

Attendance

Attendance is taken during every class. Students who are not in first period class by 8:20 must report to the PPO office to sign-in. **Failure to sign-in and out properly through the PPO office will result in an administrative referral.** When a student has been absent, he/she must bring a written statement from his/her parent(s) or guardian which should include the student's full name, the reason for the absence the number of days absent, the work and/or home phone numbers where a parent can be reached, student grade, student ID number and the parent's signature. The written statement from the parent should be given to PPO the first day back at school. Students are not allowed to sign parent's name to the note submitted. This could result in one day of ISS. In accordance with State Board of Education Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1 failure to submit a note within three school days after a student's return from an absence will result in the absence being marked as unexcused. A student must be present for half of the day to be counted present for the school day. A student who misses more than half a class period is counted absent from that class. **To participate in extracurricular activities, a student must be counted present on the day of participation – the student must be present at least 4 periods of the day NOT including lunch.** The principal or his/her designee is authorized to require verification of statements explaining a student's absence from class or school when probable cause exists for questioning the validity of a student's statement.

EXCUSED ABSENCES

The Georgia Board of Education states that students may be temporarily excused from school for the following reasons:

1. A student who is personally ill and whose attendance in school would endanger his/her health or the health of others.
2. A student in whose immediate family there is a serious illness
3. A student on special and recognized religious holidays observed by his/her faith.
4. A student under government mandate: armed service pre-induction examination, court order, etc.
5. A student whose attendance at school would be hazardous to his/her health or safety due to weather conditions.
6. A student serving as a Page in the Georgia General Assembly may be legally out of school.
7. College Visits – Students may have 3 excused College visits during their 4 years at Pope. A note from the college/university must be submitted for this absence to be excused.

Other reasons for absences must be classified as unexcused. [OBJ]

Excessive Absences (Administrative Rule JB)

If a student has been absent from school ten (10) or more days, the school principal may require a physician's statement verifying the necessity of the absence, permission to return to classes, request for restricted activity, or to qualify for homebound instruction. Students and or parents are encouraged to contact the Pope Clinic at (770) 578-7900 ext. 073.

TARDIES

Tardies to class

Students are expected to arrive to class on time. Teachers will monitor tardies to class and to AO (Academic Opportunity) on Tuesday and Thursday.

Discipline consequences for tardies to class:

Number of Tardies	Discipline Consequence
5	Warning
8	X Block Detention
10	1 day of ISS
13	2 days of ISS

Tardies to school

Students are expected to arrive to school on time to be in class before 8:20 am. Unexcused late arrivals to school that are reported as absences in Synergy are included in the count of tardies to school. Failure to submit a note within three school days after a student's tardy will result in the tardy to being marked as unexcused.

Discipline consequences for late arrivals to school:

Number of Tardies	Discipline Consequence
5	Warning
8	X Block Detention
10	1 day of ISS; <i>Parking revoked</i>
13	2 days of ISS

The tardy policy resets each semester.

CHECKING OUT OF SCHOOL

Early check out from school is discouraged. Students and parents should try to arrange medical and other appointments after school hours.

- A parent, guardian, or administrator must grant permission for a student to check out in every case.
- Under non-emergency circumstances, the parent should send a note with the student if planning to leave early.
- Parent/guardian is not required to come into the school for early pick-up.
- For last-minute appointments, call PPO to inform the clerk of the student's check out.
- If being picked up, the student will exit the building once signed out through PPO.
- If a student is driving or walking, they will be allowed to sign out as long as they present a note.
- If the student leaves without confirmation of the early dismissal, it will be treated as skipping class and disciplinary action will be taken.
- Contact PPO @ 770 578-7908 ext. 051.

College Visits

Students are allowed 3 days of **excused absences** for college visits during their 4 years at Pope. These college visits are excused but do count against perfect attendance. It is the student's responsibility to inform his/her teachers of these appointments in advance. Students need to turn in confirmation of the visit to PPO on official college paperwork.

CERTIFICATE OF SCHOOL ENROLLMENT FOR DRIVER LICENSES

Students must obtain Certificate of School Enrollment forms required by the Department of Public Safety for both driver's licenses and learner's permits from the PPO. You may apply for a certificate of school enrollment Monday through Friday at the start of the student's lunch period only. The cost is \$2.00 due at the time of application. Certificates will be ready for pick up the next day during lunch. Certificates expire in 30 days. Use the forms available in PPO as they contain school information.

PEOPLE AND PLACES

CLINIC - FIRST AID AND MEDICAL ATTENTION

The Clinic, located down the hall from PPO, and is staffed by a Registered Nurse between the hours of 8:25-3:00 daily. The clinic does not supply medication. Limited first aid is administered in accordance with Cobb County School District policy.

If a student becomes ill after arriving at school, the student should report to the clinic. The nurse will assess the student to determine the next steps.

School Counseling

Counseling appointments are made through the counseling clerk, room 102. A counselor is always on call for emergencies. Parents requesting to see their student's counselor should email the counselor directly. Information about the Pope Counseling Department can be found at [.www.popeschoolcounseling.com](http://www.popeschoolcounseling.com).

THE BOOKKEEPER'S OFFICE

The bookkeeper's office is located in the front office. When making payments for student activity fees such as field trips and club/class dues, *consider paying online at [MyPaymentsPlus](#) for **selected** activities or events. Follow directions on the school website for the appropriate website link for items such as Yearbook. Make all checks payable to Pope High School. Cash is accepted only for the exact amount-no change is available at the school.*

THE LEARNING COMMONS

The Learning Commons (LC) is located off Main Street and hours are posted on the front door. Students may check out up to five books at a time and may renew books if they need more time. Any item that is more than three months overdue is marked as lost and the student is charged for the item. Lost books can be paid for with cash or check in person or through [MyPaymentsPlus](#).

The LC is available to students during lunch. Students must scan the QR code at the 300 hall and Main Street and enter the LC through the Main Street doors if space allows. Students may leave any time through our exit doors for the remainder of the class period. Once students leave the LC during lunch, they may not return.

Students must use the designated LC pass from their teacher to visit the LC during a class period. See the [Learning Commons Web Page](#) for more specific details on hours, pass policies, computer and printing use, checkouts and fines, and behavior expectations. All Internet use by students must comply with Cobb County's Acceptable Use policy (also refer to General Information and Student Behavior sections of this handbook).

BUS TRANSPORTATION

SIX MINUTE BUS POLICY

After the dismissal bell, **students have six minutes to report to their buses.** Once the bus door closes, a student is not allowed on the bus without the approval of an administrator.

NEED TO RIDE HOME ON A DIFFERENT BUS?

The Transportation Department created a "standard bus note" for all Cobb County Schools. Download the note, complete it, and send it into PPO first thing in the morning. PPO will confirm, stamp, and return the note to your student. You can find the note on the Pope website under PPO. If your student plans to ride home with the same student on a regular basis, only one note is needed.

ACADEMICS and INSTRUCTION

Keys to Academic Success

- Be on time and in class every day
- Sit up front

- Pay attention
- Keep an agenda (due dates, test dates, etc.)
- Ask for help
- Establish a routine to balance homework, studying, and social life
- Be prepared—bring materials and a laptop every day

Procedure for addressing classroom grade or assignment question or concern:

- Student speaks with the teacher
- Parent AND student speak with the teacher
- Parent AND student speak with the teacher and the Department Chair
- Parent AND student speak with the teacher and the Administrator
- Have a counselor set up a conference if necessary

ACADEMIC HONESTY

Violating academic honesty is defined as **(but not limited to)** any of the following:

- Unauthorized use of AI
- Plagiarism
- Copying the work of others
- Giving or receiving unauthorized information
- Communicating during an assessment
- Using, or being in the possession of notes or other resources during an assessment
- Retaining or capturing an assessment
- Storing information for retrieval in any electronic device or accessing technology

Consequences for a student who has been involved in academic dishonesty:

First Offense:

1. Parents are to be notified by the teacher
2. Retake the assignment for up to 50% credit
1. Student will receive “U” in conduct for the term
2. 1 Day of ISS

Second Offense:

1. Parents are to be notified by the teacher
2. Zero on the assignment
3. Student will receive “U” in conduct for the term
4. 2 Days of ISS

HOMEWORK POLICY

Homework is an essential part of the learning process. The student is responsible for checking the teachers’ CTLS page or email their teachers to request assignments. To confirm the spelling of a teacher’s name go to <http://www.cobbk12.org/Pope/> and look under departments and click on your child’s teacher’s name to check for spelling.

MAKE-UP WORK POLICY

Excused Absence: The number of days allotted to make up work is the total number of consecutive school days the student was absent. Students who are absent due to a field trip or a school-sponsored activity must be prepared to continue with regular class activities/assessments upon their return. Makeup work is due upon return to class.

Unexcused Absence: When a student misses an assessment due to an unexcused absence, the student will be expected to make up the test the day he/she returns to school or follow the guidelines of the individual teacher. **Class work, quizzes, and tests missed due to skipping class or truancy may not be made up.**

All inquiries, arrangements, and written confirmation of arrangements for make-up work after absences is the responsibility of the student. Should the student fail to inquire about and arrange for make-up work, zeros will be assigned for all work missed.

If the student has missed written assignments of which he/she was unaware, he/she will be given the same number of days to complete the assignment as the other students were given. **Each teacher will establish due dates for major/ long term projects and these due dates will not be altered for excused or unexcused absences.** Students under suspension will be provided make-up work or tests according to the county guidelines.

ONLINE CLASSES

In some circumstances, students may request to enroll in Cobb Virtual Academy (CVA) for an online class during the school year as part of their schedule. Enrollment in an online course is limited to courses not offered at Pope High School and is subject to approval from the school. The Curriculum Office will review the totality of the rigor, requirements, and demands of the student's schedule. The student's academic history, maturity, motivation, and executive functioning skills are also considered when determining approval. If a student is requesting an additional online course (two courses), the *Online Course Appeal form* is required. Appeal forms are available in the Pope School Counseling office. The submission of the appeal provides the opportunity to explain the extenuating circumstances that present the need for enrollment in the additional course.

RECORDS AND TRANSCRIPTS

Pope will maintain permanent records for students currently enrolled. After graduation, records are forwarded the Cobb County Records Center. Per FERPA law, written parental permission or a signature of an 18-year-old is required for the release of a student's permanent record. Once a student turns 18, parents are no longer able to request records. Parents, as well as students who are 18, have the right to inspect all student records. An appointment must be made in advance with a counselor for this purpose. Current students may request transcripts to be sent to a designated college(s) or institution(s) from the Counseling Office. Transcripts are \$2.00 per copy excluding one final transcript sent upon graduation, which is free. **All financial obligations must be met before a transcript will be sent.**

TEXTBOOKS

Textbooks will be made available to students on a loan basis in each class for which a text has been adopted by the Cobb County Board of Education when requested. Textbooks will be bar-coded, and students will need to check out and return books through teacher request. All

textbooks are the property of the State of Georgia. Students are responsible for protecting textbooks from loss, theft, and damage. Students will be charged for textbooks that have been lost, stolen, or damaged. Damages that render a book unfit for use will be assessed at the full price of the textbook. No textbooks will be issued to students until payment has been made. **In no case shall a student be eligible to receive diplomas or certificates of progress until restitution is made for lost or damaged textbooks, learning commons center materials, classroom instructional material or equipment. Students are not permitted to withdraw from school until all fines are paid. Transcripts shall not be sent to post-secondary schools until students have paid all debts.**

LAPTOPS

Cobb County School District (CCSD)-issued laptops are required for each student enrolled at Pope High School. The expectation is for all students to bring a fully charged laptop or similar device every day. The student is responsible for the laptop throughout their enrollment. Laptops are the property of CCSD. Students are responsible for protecting laptops from loss, theft, and damage. Students will be charged for laptops that have been lost, stolen, or damaged. Damages that render a laptop unfit for use will be assessed at full price. No laptop will be issued to students until payment has been made. **In no case shall a student be eligible to receive diplomas or certificates of progress until restitution is made for lost or damaged laptops, textbooks, learning commons materials, classroom instructional material or equipment. Students are not permitted to withdraw from school until all fines are paid. Transcripts shall not be sent to post-secondary schools until students have paid all debts.**

TESTING INFORMATION

PSAT Test Date: October 16, 2025

COLLEGE ADMISSION TESTS

SAT <https://www.collegeboard.org/>

Pope High School Code #111998 Test Center #11549

ACT <https://www.act.org/content/act/en-georgia.html>

Pope High School Code #111998 Test Center #215020

RECOMMENDED SCHEDULE FOR TAKING COLLEGE ENTRANCE EXAMINATIONS

PSAT

Pope High School will be administering the PSAT on October 16, 2025. **The PSAT is administered digitally.** In preparation for taking the digital PSAT, students should familiarize themselves with the Bluebook testing application as well as the approved devices and operating system requirements. Students can practice for the digital administration using the free Bluebook app - <https://satsuite.collegeboard.org/digital/digital-practice-preparation/practice-tests/bluebook>

PSAT Fees:

9th grade - Paid by Pope High School

10th grade – Paid by State of Georgia

11th grade - \$18 paid via [MyPaymentsPlus](#).

Junior year PSAT is the test used to enter the [National Merit Scholarship](#) and the [National Achievement Scholarship](#) Programs.

December 2, 2023 will be the last paper-pencil administration of the SAT. Starting March 9th, 2024, the SAT test will be taken digitally across the U.S.

We recommend beginning SAT/ACT testing when at least half of Algebra II/Advanced Algebra is completed. Most students take the SAT and/or ACT during the junior year and/or fall of the senior year.

NOTE: All questions regarding graduation requirements, student records, or standardized testing are to be directed to the Counseling Department.

EXTRACURRICULAR ACTIVITIES

Pope High School offers a variety of extracurricular activities in which students may participate. All academic requirements are based on a minimum passing grade of 70. GHSA refers to the Georgia High School Association activities that are governed by that body. The State Board No Pass/No Participation policy pertains only to competitive interscholastic activities. Certain other school activities may also be governed by these policies. Approved high school and middle school summer school is an extension of the spring semester.

Certain non-competitive activities may have individual eligibility requirements. Students should check with the individual organization's sponsors for eligibility information regarding clubs in which they are interested.

NOTE:

1. Minimum day or auditing a course may jeopardize a student's eligibility.
2. A student who is in In-School Suspension (ISS) for any part of the school day is not eligible for participation in after school activities including practice, games, or any event.
3. A student who receives Out of School Suspension (OSS) cannot participate in any extracurricular activities until the student returns to school. This includes weekends and holidays.

ATHLETICS

Participation in extracurricular activities is considered an integral part of high school life that enhances the development of the total person. Students are encouraged to participate in a variety of activities that interest them. To participate in extracurricular activities, students must meet all eligibility requirements and other policies governing participation as set forth by the state and county boards of education, Pope High School, and any applicable sanctioning bodies such as the Georgia High School Association. Eligibility requirements are listed below.

1st Year Students:

Students initially entering as freshmen are eligible for Fall term. Spring term eligibility is based on completion of 2.5 or more Units

2nd Year Student:

Complete 2.5 or more Units in the previous semester (summer included). Accrue 5 Units.

3rd Year Students:

Complete 2.5 or more Units in the previous semester (summer included). Accrue 11 Units.

4th Year Students:

Complete 2.5 or more Units in the previous semester (summer included). Accrue 17 Units.

5th Year Students:

Students are not eligible due to GHSA's eight consecutive semester rule.

****Spring term eligibility for each year requires 2.5 units accrued from fall term.**

Age Requirement - Must not have attained 19th birthday prior to May 1 proceeding the year of participation.

MEDICAL ELIGIBILITY

Students must have a certificate of an **annual physical examination on file** at the school **PRIOR** to participating in any athletic tryouts, practices, voluntary workouts, or games that indicate the students are physically approved for participation.

- Physical exams along with consent forms should be completed electronically through the Athletic Registration section in Parent Vue.
- The doctor exam and sudden cardiac arrest forms require uploading the specific documents.
- Physical exams must be completed on or after April 1st for the upcoming summer and school year. These physicals will be good throughout the entire next school year.
- Any school-sponsored summer activity requires a physical exam on /after April 1st of that year.

Students must provide proof of insurance before being allowed to participate. Proof of insurance must be documented while completing the student's Athletic Registration in Parent Vue.

Students needing to purchase insurance can do so through the Cobb County School District.

Parents must also give consent to participate for students wishing to participate in athletics. The consent statements are also a parent of the Athletic Registration in Parent Vue.

DRUG AND ALCOHOL REGULATIONS FOR STUDENTS INVOLVED IN EXTRA-CURRICULAR ACTIVITIES

Participation in interscholastic/extracurricular activities in Cobb County School District schools is a privilege. Students participating in these activities are considered to be school leaders. They are role models who represent their school and, more importantly, depict its character. With leadership comes additional responsibility and student participants must adhere to high standards of conduct. When students violate these high standards, the District may withdraw the privilege to participate in interscholastic/extracurricular activities. The purpose of this code of conduct is to establish a minimum expectation of behavior. For more information, refer to CCSD Board Policy IDF-R.

CLUBS AND ORGANIZATIONS

For a complete list of clubs and organizations go to [Clubs & Organizations \(cobbk12.org\)](http://Cobbk12.org)

- **Club/Organization application process and descriptions are online** [Clubs & Organizations \(cobbk12.org\)](http://Cobbk12.org)

- **Clubs/Organizations must have school faculty member as a sponsor.**

SERVICE HOURS/CORDS

Service Hour Guidelines 2025-26

One of Pope High School's pillars is Leadership and Service. We encourage our students to become involved in activities which benefit the community. The student must NOT be compensated in any material way. Students submitting hours earned only through Pope Clubs and Organizations must earn a minimum of 120 cumulative hours over their 4 years at Pope High School. Students may submit no more than 60 hours from clubs/organizations outside of Pope High School.

Eligible Service Hours

- Participating in service projects sponsored by any school club, team, or organization.
- Athletic feeder programs are considered outside of Pope organizations so will only count **toward non-Pope service**. TH
- Volunteering with any agency, non-profit group, hospital, church, civic group, or community organization. The activity must benefit the entire community (i.e. grounds clean-up, food drive, clothing drive, etc.).
- Time spent planning for fund raising activities or drives for charities such as United Way, Relay for Life, etc.
- Time spent meeting to plan or organize a service event, learn about service opportunities, or learn community leadership skills.

Non-Eligible Service Hours

- Participating in the normal operations of the organization (i.e., Sunday school class, Choir, etc.).
- Internships unless you work more hours than required.
- Regular weekly/monthly meetings of a club/organization or being a team manager.

SUBMISSION OF HOURS

- Service hours must be logged through the Mobile Serve App. Information on logging service hours can be found at [Pope Community Service Hours](#).

Hours must be submitted in the year they were earned. We cannot accept hours from previous school years.

PARKING

Decals and Parking Legally

Parking privileges for fall and spring semester will be limited to availability with more information on the school website.

1. Student parking permits will be sold for \$50 per semester.
2. The Cobb County Parking Application/Contract will be used to register vehicles and advise parents of parking rules.

3. A copy of parking and traffic regulations will be furnished with each parking permit issued from the Pope High School website. Students are responsible for following these parking rules. Fines will be assessed for violations using the following guidelines:

4. All student vehicles parked in the Pope High School parking lot must have a valid Cobb County School District Parking Decal displayed on the windshield.

5. If a student is driving an alternate car, they **MUST** check in with the front office for a day pass. Handwritten notes from students are not considered a substitute for Decal or Day Permit.

6. Non-Moving Violation - first offense: \$15.00; second offense: \$30.00; third and subsequent: \$30.00.

Moving Violation - first offense: \$30.00; second offense: \$35.00; third and subsequent: \$35.00.

Unpaid parking fines will affect the status of your parking application for the next semester and participation in the graduation ceremony. Students must maintain adequate liability insurance. Campus police are not responsible for vehicles parked off campus.

7. No refunds will be made for students who withdraw during the semester or for students who have their decal revoked.

REVOKED PARKING

Students must comply with all Board of Education and local school policies in order to park on campus. Students who do not follow the rules and regulations may have their parking permit revoked. **There will be no refund of parking fees if a student's parking permit is revoked.** Students who continue to park after their parking privileges have been revoked may have their vehicle impounded without prior warning.

Your Parking Pass will be revoked for the remainder of the semester for the following:

1. 10th unexcused tardy from school in the current semester
2. Leaving campus without prior permission or not properly signed out through PPO
3. Violations occur i.e., but not limited to speeding and recklessness and failure to yield
4. Transporting another student from school without permission

Cars parked illegally on the campus of Pope High School may be impounded without warning.

Students may not trade, sell, loan, share, barter, or give away a parking decal. Students who allow others to park using their decal will be subject to disciplinary action. A minimum of two days ISS will be assigned to all parties involved in addition to all parties forfeiting parking privileges for at least a semester.

GENERAL INFORMATION

ACADEMIC OPPORTUNITY (AO)

Student AO Expectations

- AO will meet every Tuesday and Thursday between 1st and 2nd period (for 35 min).
- **STUDENTS WILL REPORT TO THEIR ASSIGNED AO.** Attendance is taken. (Students may attend different A/O but must be arranged between teachers BEFORE that A/O session)

- Students are assigned an AO class (or classes) based on academic need.
 - Academic Study Hall is an option for those who qualify (all As and Bs).
- For August and September, all A/O sessions will:
 - 9th –11th focus on Academic Skills/PSAT preparation for college and career readiness
 - Tuesdays (Literacy Strategies)
 - Thursdays (Math Strategies)
 - 12th Grade
 - Counseling lessons
 - College Applications, Financial Aid Information, College Essays, and Scholarships
 - Career Information Sessions
- * October through April
 - * Academic Intervention based on course schedule and academic need
- Attendance will be taken at the beginning of AO.
- **NO PASSES OUT DURING AO**

CELL PHONES AND ELECTRONIC DEVICES

Students shall not use, display, or turn on smart watches, cellular phones, video phones, or electronic devices during instructional time for non-instructional purposes and without the express permission of the teacher. Use of cell phones and electronic devices without express permission will result in disciplinary action.

There is a telephone available at PPO for student use.

HALL PASSES

Students must use the designated hall pass to the restroom, nurse, and learning commons. Passes are for one student per class- multiple students cannot be out of class with a single pass. Students found out of class or lunch without a pass will be subject to disciplinary action. Students must use the closest one to their classroom. **Hall passes will not be issued to the gym or vending machine during instructional time and AO.** Unauthorized possession and/or use of any school pass, forms, or documents will result in disciplinary action.

LOST AND FOUND

Lost items such as coats and lunch boxes can be found on the Lost and Found rack in the cafeteria. Lost items such as electronic devices and textbooks are located at the front office. Unclaimed textbooks will be returned to the appropriate department head. Anything taken from Lost and Found that does not belong to the student may result in disciplinary consequences.

PERSONAL PROPERTY

The school is not responsible for items lost or stolen from locker rooms, classrooms, or other school property. Never leave items unattended. Cell phones, iPads, headphones, large sums of money, etc., are high theft items, and should be secure at all times. If the student brings such items to school, they do so at their own risk. Items that are considered potentially dangerous

or disruptive to school procedures will be confiscated. Stolen items should be reported to the campus police officer.

TECHNOLOGY

All internet use by students must comply with Cobb County's Acceptable Use Policy and should be for educational purposes only. Cobb County School District reserves the right to prioritize student use of its technology.

Student must have permission to:

- (i) **use Cobb County School District's technology;**
- (ii) **access the internet;**
- (iii) **use email;**
- (iv) **download or upload files from the internet or disk;**
- (v) **subscribe to and participate in any discussion group, mail lists, list serves, or online chats; or**
- (vi) **go beyond the limits of authorized use.**

Violations of CCSD Technology policies result in discipline consequences, and law enforcement involvement depending on the severity of the offense.

UNAUTHORIZED AREAS

Parking areas, gyms, all athletic fields, the bus-loading area, the outside eating area and any other areas not directly supervised are off limits to students during the school day. Students found in the areas will face disciplinary consequences.

- 1 The school building is considered unauthorized after 3:45 p.m. on regular school days and after 2:10 p.m. on X Block days unless under the direct supervision of a staff member or coach.
- 2 The parking lots are off limits during the school day. **If a student must go to their car, they must have permission from an administrator.**
- 3 Faculty workrooms, restrooms, and faculty dining areas are restricted to faculty use only.
- 4 Gyms and locker rooms are unauthorized areas during the school day unless the student is scheduled for a PE class there. Students may only be present during the scheduled period.
- 5 Students may go outside on sidewalks to change classes as long as they do not go into parking lots or athletic areas.
- 6 When using the restroom, students are required to use the one closest to their classroom.
- 7 Only one person at a time in a restroom stall.

X-BLOCK EXPECTATIONS

- Students dismissed at 2:10
- Students **MUST** Exit Campus immediately OR be under the direct supervision of staff or coach.
 - Students leaving campus may **NOT** return to ride bus
- Buses will run at regularly scheduled time 3:30 PM

Student Behavior/ CONSEQUENCES

BEHAVIOR TOWARDS FACULTY/STAFF

Students are expected to treat faculty and staff with respect. The following misconduct is not acceptable and will be referred for disciplinary actions:

- Disrespectful, argumentative, or insubordinate language or behavior towards members of the faculty or staff;
- Refusing to identify oneself or giving a false name to a staff member, substitute, or parent volunteer
- Failure to cooperate with requests or exhibit an uncooperative attitude toward faculty or staff members.

ALCOHOL/ILLEGAL DRUGS/INHALANTS:

No student shall possess, consume, buy, sell, store, falsely represent or be under any degree of influence of alcoholic beverages, illegal drugs, or any substance believed by the student to be alcohol or an illegal drug in any form. Legal intoxication is not required for violation of this Code of Conduct.

Students violating the code of conduct will receive OSS. High school students may reduce the first out-of-school suspension by 3 days(for select “A” violations) by attending the Gaining Results in Intervention and Prevention (GRIP) Program. Failure to successfully complete this program will result in the student serving the full length of the suspension.

NOTE: Alcohol/Illegal Drug/Inhalant offenses are cumulative for grades 8-12.

INSUBORDINATION

INSUBORDINATION is considered inappropriate under any circumstances and will not be tolerated. Consequences start with OSS.

BEHAVIOR TOWARD OTHER STUDENTS

Students are expected to treat each other with mutual respect and consideration. The following student behavior will not be tolerated and will result in a disciplinary referral:

- Confrontation between students, which includes loud arguments, yelling, or verbal threats.
- Horseplay, which includes seemingly playful physical contact with another student (i.e. pushing, shoving, slapping) which is disruptive in the classroom, hallway, cafeteria or buses.
- Confrontation with intimidation of another student

SKIPPING CLASS/TRUANCY

Students are considered truant any time they are absent from their assigned class without complying with all Pope attendance policies and procedures. Students may receive a zero for work (tests, quizzes, daily work, etc.) missed during the class cut/truancy and administrative consequences ranging from X-block detention to ISS.

FIGHTING/PHYSICAL ALTERCATION

- Fighting will not be tolerated. Students are expected to take every opportunity to walk away from a fight. **All parties involved in a fight will be suspended out-of-school.** Some cases may be referred to local authorities for prosecution.

- If you are involved in a situation that you feel may lead to a fight, you are strongly encouraged to discuss the situation with a teacher, counselor, or administrator to help avoid a physical confrontation. Parents should contact an administrator or counseling about concerns of a conflict their child may be having with another student or students.
- If a fight occurs, students are advised to move away from the area of the disturbance. Recording, standing around, and refusing to leave the scene, all of which hinder school officials, are violations of the no-fighting policy. Each constitutes the offense “party to an offense,” resulting in disciplinary action. In more severe cases, prosecution will be an alternative. Other students are advised not to become involved in the fight or in an exchange of words as a result of what has happened to a friend. Students involved in these situations may be charged with disorderly conduct (criminal offense).
- Students or groups of students who instigate fights, but who are not actively involved (that is, students who carry rumors, encourage others to fight, carry information back and forth between other individuals who subsequently fight, or purposely attempt to provoke a fight) subject themselves to any one of the penalties mentioned in this policy.

In summary, fighting will not be tolerated on this campus, on the school bus, or at any school-sanctioned event. Consequences will be administered following the Cobb County Guidelines.

FOOD DELIVERY

There are to be no outside food delivery orders made by students. Any unauthorized orders delivered will be confiscated and student subject to disciplinary actions.

TRESSPASSING

VISITATION OF OTHER SCHOOLS (Trespassing on a school campus) - The unauthorized presence of a Pope student on another school campus during school hours will automatically result in suspension from school.

DRESS CODE

1. All students in the Cobb County School System shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress that contributes to any disruption of school functions or classroom instruction.
2. The minimum standard of dress for students shall be as follows:
 - Shoes will be worn.
 - No head covers will be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the administration. This includes bandanas and scarves.
 - Clothing or ornamentation displaying or advertising substances illegal for minors is prohibited. Sexually suggestive phrases, designs, markings, or profanities are also prohibited.
 - All students shall maintain an acceptable standard of dress.
 - No midriff shirts, blouses, or “crop tops” are permitted
 - Appropriate undergarments must be worn. Any undergarment that is exposed is unacceptable.

- Strapless garments and tank tops must be worn with a jacket.
- No spaghetti straps or see-through garments are permitted.
- No sweaters or shirts worn as dresses. Shorts and skirts need to be appropriate in length and fit to be acceptable during school hours. Length is subject to teacher and administrative discretion, and we recommend fingertip length.
- No low-cut shirts are allowed, and appropriateness is subject to the discretion of teachers and administrators.
- No biking shorts are allowed.
- Yoga pants and leggings are permitted as long as the shirt/dress worn as a covering is of the appropriate length.
- Athletic shorts are permitted as long as they are fingertip length.
- Appropriate and approved mask covering are allowed to be worn per county policy.

3. Students will not be allowed to attend classes when they are not dressed appropriately. Students found in violation of the dress code will be given the opportunity to adjust their attire. Parents, when contacted, will be given the option of having the student isolated from other students with the right to make up class assignments or to bring the student appropriate clothes in order to change. In cases in which parents cannot be contacted, a student will be offered an alternate clothing option, if the students refuses that option the student will be isolated for the school day.

BEHAVIOR CONSEQUENCES

(Range from teacher detention to OSS)

X-BLOCK DETENTION

Students must report to room 504 on X-Block days by 2:15 PM to sign in to X-Block detention.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension is a program designed to modify student behavior while keeping the student in school with access to schoolwork. This program isolates the student from his/her peers in a controlled environment which makes him/her reconsider the appropriateness of his/her behavior.

- The student is responsible for collecting all work from their teachers/CTLs to be prepared to complete work in ISS.
- A student who serves any part of the day on ISS is suspended from participating in extra-curricular activities for that day.
- A student dismissed from ISS will receive OSS for the remainder of the ISS assigned days plus one day.
- Any student assigned to ISS on an X-Block Day must remain until 3:30 p.m.

OUT OF SCHOOL SUSPENSION (OSS): Severe behavior infractions may result in a student being suspended from school, and certain behaviors always result in suspension due to Cobb County policy or local school policy.

- Students serving OSS are not allowed on any Cobb County Campus under any circumstances during the term of OSS.

- Students serving OSS should check the teacher's CTLS and email teachers for assignments.
- Students serving OSS are suspended from all extra-curricular activities/participation until returning to school.
- All work missed during the suspension, except for assessments, is due at the beginning of each class on the day a student returns from the suspension with no exceptions.
- Work not turned into a teacher upon returning from suspension will be subject to a grade of zero.
- Students are responsible for scheduling make-up assessments upon returning to school.

Students recommended for long term suspension will go through the hearing process governed by the Policy and Planning Division of the Cobb County Schools central office.

Cobb County School District Student Code of Conduct [JCDA - R](#)